



UNITED STATES MARINE CORPS
MARINE CORPS RECRUITING COMMAND
3280 RUSSELL ROAD
QUANTICO VA 22134-5103

IN REPLY REFER TO
7100
COMPT
12 Jun 02

COMMANDING GENERAL'S POLICY LETTER 9-02

From: Commanding General
To: Distribution List

Subj: COMMAND ACCOUNTABILITY - QUARTERLY FINANCIAL REPORTING

Ref: (a) FY 02 OPLAN (Annex D, Appendix 6)

Encl: (1) Quarterly Financial Report Formats

1. Situation. The reference provided initial guidance concerning financial reporting requirements for each Region and District. This policy letter provides the specific reporting requirements and formats for each quarterly financial report. The Marine Corps Recruiting Command (MCRC) spends in excess of \$110M annually to recruit over 38,000 young men and women. In operating this business-like enterprise, it is incumbent on us to employ those accountability measures necessary to help ensure the effective and efficient utilization of all funds.

2. Mission. Quarterly, each Region CG is to personally endorse a consolidated quarterly financial report, as outlined in the enclosure, to this headquarters. Region Commanders will also be prepared to brief me as required concerning these reports. These reports are commander's reports, not comptroller reports. Accountability in financial management is a command responsibility.

3. Execution

a. Commander's Intent. My intent is to provide all funding resources to the Commanding Generals of each region. I want the Region CGs to ensure that all of our resources are used effectively and efficiently towards mission accomplishment. Each commander in the chain of command, from the RSS NCOIC on up, needs to maintain situational awareness of how their funds are spent and tracked (and lost). Each commander must also ensure that the appropriate level of fiscal discipline is maintained regarding the "public trust" we're given. End state: A system in place to routinely and accurately track expenditures, one which enhances responsible fiscal management.

b. Concept of Operations/Guidance. Commanders are to closely track their spending and accounting of funds. Following are the specific areas that will require quarterly reports in the formats outlined in the enclosure.

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(1) Spending vs. Plan. Each Region will track how their funds are spent - by Cost Account Code (CAC) within each Fund Code area (i.e. Recruiting Support, Advertising, Base Operations, MCJROTC, and Maintenance of Real Property). Since each command is developing their financial spending plans by CAC, any significant spending deviations from the plan will require comment.

(2) Cost Savings/Efficiencies. Everyone should be continuously working to achieve savings and efficiencies in concert with mission accomplishment. This will also facilitate the funding of other priorities. To ensure the proper situational awareness, visibility, and fiscal discipline is maintained, each Region will track their cost savings and efficiencies for further reporting. This is particularly important to help ensure good ideas and initiatives are shared throughout the command to maximize their potential.

(3) Obligation Rates. HQMC (and higher) authorities track the amount of funds spent in relation to quarterly and annual financial plans. These spending rates have the potential to affect current as well as future year's funding levels; therefore, commanders must work to develop executable financial plans which facilitate meeting the required obligation rate standards listed in the enclosure. Deviations from these standards will require comment.

(4) Pool Attrition Replacement Costs. Annually, MCRC discharges over 20% of the individuals we enlist into the Delayed Entry Pool (DEP). These are individuals who voluntarily enlist, but then do not ship to recruit training for a variety of reasons. In order to help focus on and reduce this pool attrition, we must maintain awareness of the significant replacement costs associated with pool attrition. Many of the causes of pool attrition can be prevented with solid pool leadership by recruiters and their NCOICs.

(5) MEPS "No-Show" Funding Losses. Annually, each District processes thousands of individuals through the MEPS, many of whom require overnight lodging and meals in order to complete their processing requirements. Applicants who do not report for their scheduled MEPS processing are costing MCRC tens of thousands of dollars annually. These costs have the potential to increase significantly in the future as the new Board & Lodging (B&L) contracts being initiated through MEPCOM require full payment for all no-shows. Districts and Regions must be aware of, understand, and reduce these costs of doing business.

(6) MEPS "Disqualification" Funding Losses. Annually, each District processes thousands of individuals through the MEPS, many of whom are disqualified for mental, moral, or physical (medical) reasons. Again, many applicants require overnight lodging and meals in order to complete their processing requirements. Many of these disqualified applicants could have been identified before MEPS processing through more thorough screening by each recruiter/NCOIC. Districts and Regions must

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be aware of these costs in order to take the required actions (training, etc.) necessary to reduce these funding losses.

(7) Vehicle Accident Spending. Annually, MCRC is spending nearly \$1.5M for vehicle accidents - enough to replace all the office furniture for over 650 recruiters. Commanders must hold their Marines accountable for the condition, care and operation of all equipment entrusted to their care - this is particularly true for government "at-fault" accidents. Commanders need to maintain awareness of their vehicle accident spending trends, and be sure that all corrective, as well as preventative, measures are taken to reduce this controllable expense.

(8) Funding Reversion (Loss) Rates. After the fiscal year is over, any decreases or cancellations of the previous year's funding obligations result in reverted (lost) funds. Commanders must be aware of such funding losses to ensure that all preventative actions are taken to eliminate them, along with initiating any process improvements that may be necessary.

(9) Unliquidated Orders (ULO) Reduction Rates. Every requisition or TAD order should ultimately result in both the receipt of the supplies or services ordered, and the payment for those supplies or services. Failing to follow through on the receipt and payment of these supplies and services can have a number of negative consequences, not the least of which includes reverting (losing) funding as a result of potentially invalid funding obligations which must be canceled. Commanders must maintain awareness of the status of their ULOs; i.e., unpaid and/or non-received supplies or services. ULO reduction includes two "subset categories" which HQMC tracks closely - Unmatched Disbursements (UMDs) and Negative ULOs (NULOs). UMDs represent payments that potentially do not have matching obligations, while NULOs represent payments that potentially exceed the existing obligation amount. Both conditions could represent lost funds (or overobligations) if left unmonitored or uncorrected.

(10) Government Travel Card Delinquencies. The final financial reporting category involves an individual obligation to use unit-reimbursed funds to ensure that their government travel card debts are paid in a timely manner. Commanders must be aware of this aspect of their personnel's financial obligations, particularly when such government related debt has the potential to ruin an individual's financial credit ratings. With adequate awareness, commanders can exercise the appropriate leadership to ensure all such obligations are met.

c. Tasks

(1) Region commanders are to collect, track, and analyze the data and information required from paragraph (b) above in order to determine trends and take the appropriate actions to improve each area.

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(2) Region commanders are to use the data and information developed to formulate and submit the reports required in the enclosure.

(3) Region commanders are to be prepared to brief me as required in conjunction with the submission of these reports.

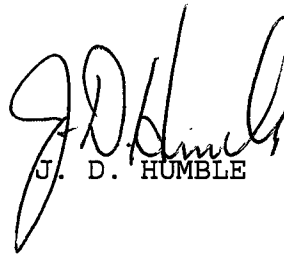
d. Coordinating Instructions. All financial reports will be submitted to this headquarters (Comptroller) from the Regions by the 30th of the month following the end of the quarter.

4. Administration and Logistics. Formats for developing reports provided at the enclosure.

5. Command and Signal

a. Command Relationships. Command relationships remain the same.

b. Signal. Point of contact at this command is the AC/S, Comptroller, at DSN 278-9458/9.



J. D. HUMBLE

Distribution: A/D

Quarterly Financial Report

Region:

FY/Qtr:

Area	Data Requirements			Comments
Obligation Rates	Obligation Rate (%)	Obligation Amt. (\$)		Comments
Pool Attrition Replacement Costs	Replacement Cost (\$)	Attrition %		Comments
MEPS B&L No-Show Funding Losses	Loss Amt. (\$)			Comments
MEPS B&L Disqualification Funding Losses	Loss Amt. (\$)			Comments
Vehicle Accident Spending	FY02 Amt. (\$)	FY01 Amt.(\$)		Comments
Funding Reversion Rates	Reversion %	Reverted Amt. (\$)		Comments
ULO Reduction Rates	ULO Reduction %	Current ULO Amt. (\$)		Comments
UMDs > 60 days	Amt. (\$)	#		Comments
NULOs > 60 days	Amt. (\$)	#		Comments
Government Travel Card Delinquencies	Amt. (\$)	# Total	# Officers # E-9/8s	Comments
Cost Efficiencies/Savings	Amt. (\$)	Description/Specifics		

Spending vs. Plan - On separate pages - for Recruiting Support, Advertising & Base Operations spending.

* Comments - Require when applicable performance standards specified in the report instructions are not met.
Additionally, comments should indicate actions being taken to improve each area as applicable.

Note: Obligation Rate, Funding Reversion Rate, ULO Reduction Rate, UMD, NULO, and Travel Card Reports are all EXCEPTION reports - required only when the performance standards specified in the report instructions are not met.

Quarterly Financial Report
Spending Vs. Plan
_____ Quarter (Cumulative)

REGION: _____

Recruiting Support (Regular & Reserve) Category	ACTUAL	PLAN	(ACTUAL-PLAN) DIFFERENCE	* (DIFF/PLAN) % DIFFERENCE	** EXPLANATION FOR DIFFERENCE
Total ADP/IT	\$0	\$0	\$0	#DIV/0!	
Total Applicant Processisng	\$0	\$0	\$0	#DIV/0!	
Total Awards	\$0	\$0	\$0	#DIV/0!	
Total Civ Pers	\$0	\$0	\$0	#DIV/0!	
Total EWS/COI Events	\$0	\$0	\$0	#DIV/0!	
Total FIP/FOP	\$0	\$0	\$0	#DIV/0!	
Total Furniture	\$0	\$0	\$0	#DIV/0!	
Total Minor/Gen Property/Office PSE	\$0	\$0	\$0	#DIV/0!	
Total Phones	\$0	\$0	\$0	#DIV/0!	
Total Printing/Repro	\$0	\$0	\$0	#DIV/0!	
Total ROPES	\$0	\$0	\$0	#DIV/0!	
Total Supplies/Misc Services	\$0	\$0	\$0	#DIV/0!	
Total TAD	\$0	\$0	\$0	#DIV/0!	
Total Training	\$0	\$0	\$0	#DIV/0!	
Total Vehicles	\$0	\$0	\$0	#DIV/0!	
GRAND TOTAL	\$0	\$0	\$0	#DIV/0!	

CAC derivations for each category above are listed on pages 7 and 8.

* % DIFFERENCE = DIFFERENCE DIVIDED BY PLAN

** ANY SPENDING CATEGORY WHICH DEVIATES FROM THE PLAN BY 15% OR MORE THAN \$100K REQUIRES COMMENT

ALL SPENDING VS. PLAN REPORTS ARE CUMULATIVE

Quarterly Financial Report
Spending Vs. Plan
 ____ Quarter (Cumulative)

REGION: _____

Advertising (Regular & Reserve) Category	ACTUAL	PLAN	(ACTUAL-PLAN) DIFFERENCE	* (DIFF/PLAN) % DIFFERENCE	** EXPLANATION FOR DIFFERENCE
RCD0 Account Management (Contractor Supt)	\$0	\$0	\$0	#DIV/0!	
Sales Support Material (Collateral / Audiovisual)	\$0	\$0	\$0	#DIV/0!	
Lead Generation	\$0	\$0	\$0	#DIV/0!	
RCB0 Recruiting Paid Media	\$0	\$0	\$0	#DIV/0!	
Postal	\$0	\$0	\$0	#DIV/0!	
Printing/Repro	\$0	\$0	\$0	#DIV/0!	
TAD	\$0	\$0	\$0	#DIV/0!	
GRAND TOTAL	\$0	\$0	\$0	#DIV/0!	

CAC (or cost elements) derivations for each category above are listed on page 9.

* % DIFFERENCE = DIFFERENCE DIVIDED BY PLAN

** ANY SPENDING CATEGORY WHICH DEVIATES FROM THE PLAN BY 15% OR MORE THAN \$100K REQUIRES COMMENT

ALL SPENDING VS. PLAN REPORTS ARE CUMULATIVE

Quarterly Financial Report
Spending Vs. Plan
____ Quarter (Cumulative)

REGION: _____

Base Ops Category	ACTUAL	PLAN	(ACTUAL-PLAN) DIFFERENCE	* (DIFF/PLAN) % DIFFERENCE	** EXPLANATION FOR DIFFERENCE
Civ Pers	\$0	\$0	\$0	#DIV/0!	
Facility Lease	\$0	\$0	\$0	#DIV/0!	
Facility Services/Maintenance	\$0	\$0	\$0	#DIV/0!	
Misc	\$0	\$0	\$0	#DIV/0!	
Postal	\$0	\$0	\$0	#DIV/0!	
Printing/Repro	\$0	\$0	\$0	#DIV/0!	
TAD	\$0	\$0	\$0	#DIV/0!	
Utility Operations	\$0	\$0	\$0	#DIV/0!	
GRAND TOTAL	\$0	\$0	\$0	#DIV/0!	

CAC derivations for each category above are listed on page 10.

* % DIFFERENCE = DIFFERENCE DIVIDED BY PLAN

** ANY SPENDING CATEGORY WHICH DEVIATES FROM THE PLAN BY 15% OR MORE THAN \$100K REQUIRES COMMENT

ALL SPENDING VS. PLAN REPORTS ARE CUMULATIVE

QUARTERLY FINANCIAL REPORT INSTRUCTIONS

1. COST SAVINGS / EFFICIENCIES (Non Cumulative)

Note: Specific information should provide enough detail to facilitate sharing between Commanders.

2. OBLIGATION RATES (Cumulative) *

Obligation Rates will be computed using the following data/information:

* Report required ONLY when following performance standards are NOT met FOR EACH AGSAG area:

End 1st Qtr - 90%	FYTD, 25% Annual Plan	AGSAG 3C1F:	FC - CY: Rctg Supt Regular	AGSAG 3C4F:	FC - RF: Base Ops
End 2nd Qtr - 92%	FYTD, 50% Annual Plan		FC - CZ: Advertising Regular	AGSAG 3C3F:	FC - DZ: MCJROTC
End 3rd Qtr - 95%	FYTD, 78% Annual Plan	AGSAG 4A6G:	FC - GA: Rctg Supt Reserve	AGSAG 3C7L:	FC - TJ: FSRM (1st MCD)
End FY - 99.99%			FC - FW: Advertising Reserve		

FUND CODE	FC DESCRIPTION	AUTH AMOUNT	OBL AMOUNT	UNOBLIG AMOUNT	PER CENT OBLIG
CY	Recruiting			0.00	#DIV/0!
GA	Reserve Recruiting			0.00	#DIV/0!
CZ	Advertising			0.00	#DIV/0!
FW	Reserve Advertising			0.00	#DIV/0!
DZ	JROTC			0.00	#DIV/0!
RF	Base Ops			0.00	#DIV/0!
TJ	Facilities sustainment restoration modernization (FSRM)			0.00	#DIV/0!
TOTAL		0.00	0.00	0.00	#DIV/0!

3. POOL ATTRITION REPLACEMENT COSTS REPORT (Non Cumulative)

Amount based on # DEP discharges multiplied by FY02 Cost to Recruit: ERR \$471 and WRR \$501

4. MEPS BOARD & LODGING (B&L) "NO SHOW" FUNDING LOSSES REPORT (Non Cumulative)

Amount based on number of no-shows and corresponding lodging/meal costs.

5. MEPS BOARD & LODGING (B&L) DISQUALIFICATION (DQs) FUNDING LOSSES REPORT (Non Cumulative)

Amount based on number of DQs and corresponding lodging/meal costs.

6. VEHICLE ACCIDENTS SPENDING (Cumulative)

Amount based on government at-fault accidents reported in SABRS

7. FUNDING REVERSION RATE REPORT (Cumulative) *

Reversion rates will be computed using the following data/information:

* Report required ONLY when following performance standards are NOT met FOR EACH AG SAG area (for most recent FY):

End 1st Qtr - .15%
 End 2nd Qtr - .2%
 End 3rd Qtr - .3%
 End 4th Qtr - .4%

AG SAG 3C1F: FC - CY: Rctg Supt Regular
 FC - CZ: Advertising Regular
 AG SAG 4A6G: FC - GA: Rctg Supt Reserve
 FC - FW: Advertising Reserve

AG SAG 3C4F: FC - RF: Base Ops
 AG SAG 3C3F: FC - DZ: MCJROTC
 AG SAG 3C7L: FC - TJ: FSRM (1st MCD)

FUND CODE	FC DESCRIPTION	FY01 YR END OBLIG	FY01 OBLIG END CURRENT QTR	REVERTED FUNDS (OVER OBLIG)	REVERSION RATE	
CY	Recruiting			0.00	#DIV/0!	
GA	Reserve Recruiting			0.00	#DIV/0!	
CZ	Advertising			0.00	#DIV/0!	
FW	Reserve Advertising			0.00	#DIV/0!	
DZ	JROTC			0.00	#DIV/0!	
RF	Base Ops			0.00	#DIV/0!	
TJ	Facilities sustainment restoration modernization (FSRM)			0.00	#DIV/0!	
TOTAL		0.00	0.00	0.00	#DIV/0!	

8. UNLIQUIDATED ORDERS (ULO'S) REDUCTION RATE (Cumulative) *

ULO Reduction Rates will be computed using the following data/information:

* Report required ONLY when the following performance standards are NOT met OVERALL (for most recent FY):

End 1st Qtr - 65%
 End 2nd Qtr - 85%
 End 3rd Qtr - 90%
 End 4th Qtr - 97%

FY01 YR END ULO AMOUNT (\$)	FY01 ULO'S END CURRENT QTR (\$)	FY01 ULO REDUCTION (\$)	ULO REDUCTION RATE (%)

9. UNMATCHED DISBURSEMENTS (UMDs) > 60 DAYS (Non-Cumulative)

Status/comments required only for documents > 90 days old

10. NEGATIVE UNLIQUIDATED ORDERS (NULOs) > 60 DAYS (Non-Cumulative)

Status/comments required only for documents > 90 days

11. GOV'T TRAVEL CARD DELINQUENCIES => 60 DAYS (Non-Cumulative)

Note: Report amounts will be rounded to the nearest dollar, and percentages will be to one decimal point

Quarterly Financial Report Instructions
Spending Vs. Plan Report
Recruiting Support Funding Category Derivations by CAC

* All spending and plans will be tracked by the following CACs/categories. Regions will be prepared to provide any detailed information as required.

Category	CAC	CAC DESCRIPTION
<u>ADP/IT</u>		
	1H12	ADP Maintenance -- Parts/Equipment/Services
	1H29	ADP Support Equipment/Services
	BJA0	ADP Administration
	BJB0	Software (<\$15K)
	BJKO	ADP Equipment Acquisition - Purchased/rented/ leased
<u>Applicant Processing</u>		
	RBA0	Physical Exams
	RBB0	Officer Applicant Travel
	RBC0	Enlisted Applicant Travel
	RBD0	Board & Lodging
	RBF0	Vital Documents
	RDB0	Poolee Events
	SKB0	Prospecting (School, etc.) List Purchases
<u>Awards</u>		
	RAA0	Recruiting Awards
	RAB0	Non-Recruiting Awards
<u>Civ Pers</u>		
	RAJ0	Civilian Salaries
<u>EWS/COI Events</u>		
	9581	Officer/Enlisted Educator Workshops
	RDA0	COI Events
<u>FIP/FOP</u>		
	RAE0	FIP (Flight Indoctrination Program)
	RAF0	FOP (Flight Orientation Program)
<u>Furniture</u>		
	1E 90	Office Furniture
<u>Minor/Gen Property/Office PSE</u>		
	BAC0	Office PSE Acquisition -- Office Equipment
	BAK0	Minor/General Property Acquisition
	CAC0	Office PSE Maintenance
	CGA0	Minor/General Property Maintenance
<u>Phones</u>		
	6A20	Pagers/Calling Cards
	6A45	Phones/Local Phone Service
	6A70	Maintenance Telephones
	6A80	Long Distance Phone Svc -- Tolls/Long Distance (FTS)
	DCA0	Cell Phone Supplies/Services

Quarterly Financial Report Instructions
Spending Vs. Plan Report
Recruiting Support Funding Category Derivations by CAC

* All spending and plans will be tracked by the following CACs/categories. Regions will be prepared to provide any detailed information as required.

Category	CAC	CAC DESCRIPTION
<u>Printing/Repro</u>		
	1J10	Printing and Reproduction (DAPS/Commercial)
<u>ROPES</u>		
	RAD0	Recruiter Out Of Pocket Expenses (ROPES)
<u>Supplies/Misc Services</u>		
	1E 85	Rent Equipment/Services (Non-Transportation)
	1E 86	Office/Administrative Supplies
	1E 87	Organizational Clothing
	1E 88	Alterations to Uniform Clothing (Tailoring)
	1E 89	Organizational Equipment & Supplies (Marine Corps)
	6B61	Audio
	6B70	Photographic Supplies/Services
	6615	Rent/Lease Vehicles (Short-Term) – Moving vans, etc.
	9956	Laundry/Dry Cleaning Service
	9964	Library – Newspapers, Periodicals, Books
	B1A0	Safety Training. Excludes TAD.
	B1B0	Safety Materials
	B6B0	Visual Information Support/Services
	BGA0	Medical Supplies
	SLA0	Athletic/Gym Equipment
	SLM0	Recreation Equipment Checkout
	SLP0	Semper Fit – Gym mbrshps for recruiter personnel.
<u>TAD</u>		
	1RC0	Civilian Personnel TAD/Travel
	RAG0	Officer Temporary Additional Duty/Travel (TAD)
	RAH0	Enlisted Temporary Additional Duty/Travel (TAD)
	RAL0	POV Mileage Reimbursements – Via SF 1164 forms.
<u>Training</u>		
	V5A0	Training Military Personnel
	V5B0	Training Civilian Personnel
<u>Vehicles</u>		
	1E 78	Tolls, Bridges, etc
	6190	Accident Cost GSA Vehicles
	6610	GSA Vehicle Rental/Lease Costs (Long-Term)
	6611	GSA Vehicle Maintenance
	6612	GSA Vehicle Operation (Mileage)
	6650	POV Parking

Quarterly Financial Report Instructions
Spending Vs. Plan Report
Advertising Funding Category Derivations by CAC

* All spending and plans will be tracked by the following CACs/categories. Regions will be prepared to provide any detailed information as required.

Category	CAC	CAC DESCRIPTION
Account Management (Contractor Supt)		
		Labor
		Travel
		Supplies/Equipment
		Research
		Other (specify)
	RCD0	Total (Account Management)
Sales Support Material (Collateral/Audiovisual)		
		Printing
		Creative Development
		Other (Specify)
	RACO	DEP Incentive Items
	RCC0	Incentive/Promotional Items
Lead Generation		
		Direct Mail (DM)
		DM Printing
		DM Fulfillment
		EAC Events/Supt
		Conference Supt. (Diversity/Influencers)
		Interactive-Website, etc (Specify)
		Sponsorships
		Other (Specify)
	RCA0	Non-EMV Lead Generation Sub-Total
	6520	Trucks Special O - EMV Supplies/Svcs
	CTB0	Maint Othe Veh - EMV Mainten.
Media		
		TV
		Radio
		Print (Magazines, Newspapers, Sports Schedules, Calendars)
		Theater
		Outdoors (Billboards/Signs, Benches, Buses, etc.)
		PSA supt
		Other (Specify)
	RCB0	Total (Media)
Postal		
	1RG3	Express Mail (FEDEX, U.S. Post Office)
	1RG5	Meter Settings & Meter Mail
	1RG9	Bulk Mail
	1RGB	Postage Stamps
	1RGC	Postage Cards/Prestamped Envelopes
Printing/Repro		
	1J10	Printing and Reproduction (DAPS/Commercial)
TAD		
	RAG0	Officer Temporary Additional Duty/Travel (TAD)
	RAH0	Enlisted Temporary Additional Duty/Travel (TAD)

Quarterly Financial Report Instructions
Spending Vs. Plan Report
Base Operations Funding Category Derivations by CAC

* All spending and plans will be tracked by the following CACs/categories. Regions will be prepared to provide any detailed information as required.

Category	CAC	CAC DESCRIPTION
Civ Pers		
	RAJ0	Civilian Salaries
Facility Lease		
	9320	Class 'II Property Lease – Bachelor Leased Housing (BLH) costs
Facility Services/Maintenance		
	92 E0	Custodial Service Contract
	9220	Entomological (Pest Control) Services
	9230	Refuse Collection/Disposal
	9240	Street Cleaning
	9270	Hazardous Waste/Material Disposal
	9290	Other Maintenance/Service
	9380	Fire Protection
	ERA0	Snow/Ice Removal
	EBF0	Buildings Maintenance (1 st MCD will use this CAC under Fund Code TJ)
	EYAA	Minor Construction (1 st MCD will use this CAC under Fund Code TJ)
Misc. Supplies & Svcs.		
	1A00	Quality of Life (QOL) Support
	1D50	EEO/Diversity Services
	2130	Storage Support – Rental costs
	SHA0	Key Volunteer Network (KVN) Support
	SIN0	Drug Testing
Postal		
	1RGB	Postage Stamps
	1RGC	Postage Cards/Prestamped Envelopes
	1RG0	Postal Services/Supplies
	1RG3	Express Mail (FEDEX, U.S. Post Office)
	1RG5	Meter Settings & Meter Mail
	1RG9	Bulk Mail
Printing/Repro		
	1J10	Printing and Reproduction (DAPS/Commercial)
TAD		
	1RC0	Civilian Personnel TAD/Travel
	RAG0	Officer/Civilian Temporary Additional Duty/Travel (TAD)
	RAH0	Enlisted Temporary Additional Duty/Travel (TAD)
Utility Operations		
	8260	Steam/Hot Water
	8350	Electricity
	8450	Potable Water
	8510	Sewage Treatment Plant
	8610	Air Conditioning/Refrigeration
	87J0	Gas, natural